

Changing Username (Login) or Password

Your Username is the name you use to log in to **MyLearningPlan**. Your **MyLearningPlan** username must be unique. You may need to try several before finding one the system will accept.

Note: Some organizations restrict users' ability to change their username and/or password. This is the case if there is no **Change Username** and/or **Change Password** option located under **Account Options** on the **LearningPlan** tab.

Use these steps to Change Username (Login) or Password:

1. Click on the **LearningPlan** tab.
2. Click the **Change Username** link under **Account Options**. This will display a series of questions that will guide you through the process.
3. Follow the on-screen prompts:
 - a. Type your desired Username and click **Submit** (this will check to see if that user name is available).
 - b. If the Username is available, you'll be prompted to enter your email address and your password to complete the transaction.
4. Your new Username will be in effect immediately. The next time you attempt to log in, you must use your updated Username.
5. If you would like to change your password, click on the **Change Password** link in the lower left pane. For greatest security, passwords should be changed at regular intervals.

Hint: Verify that the **User Profile** contains a valid email address so that the automated password retrieval function can be used.

6. Complete the Password Change Form. Complete all information on the form. Click **Submit** when complete to save the changes.

▼ Change Password

▼ Instructions

▼ Input New Password

Current Password:

New Password:

Confirm:

Show Password

Save